MANUAL: FOM 801 Medical Passport	JOB AID Children's Foster Care		
SUBJECT: Entering Frequent, Ongoing Health Appointments into MiSACWIS	01/2021 New Issue Partial Revision Complete Revision		
Contact Office: Child Welfare Medical Unit Mary Somma (517) 241-9799 sommam@michigan.gov			

OVERVIEW

All appointments, diagnoses, medications for general use (psychotropic medications are entered by the PMOU), follow-up visits and other health info are entered into MiSACWIS (FOM 801). This includes ongoing appointments such as counseling/therapy, OT/PT/speech therapy, etc.

The medical passport is populated from information in the health and person characteristics screens. State law and the ISEP require an up-to-date Medical Passport. It is the document provided to caregivers, parents, youth and (newly referred) health providers to give an overview of the child's health needs, diagnoses, medical providers and current health services/treatment.

If a child sees a pediatric cardiologist every 3 months, or has Medication Review every 8 weeks, these appointments are entered individually.

ENTERING FREQUENT, ONGOING APPOINTMENTS

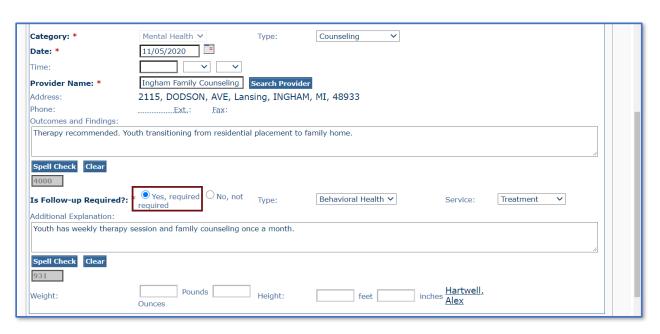
Numerous, frequent appointments for the same service/treatment by same provider can be combined. The intent is to capture, or clearly document the type of appointment, provider, outcome/finding i.e. reason for appointment (ex: PT for developmentally delayed child to improve gross and fine motor skills, balance and coordination...).

This information within the Appointment entry along with the Additional Explanation will allow anyone viewing the health screens (new worker, HLO, CWMU) or Medical Passport (parents, caregivers, health providers) a picture of the child's health needs along with the health services/treatment.

Example of Appointment entry for frequent/ongoing behavior health, therapy, counseling appts:



In **Appointment Details** add info in **Outcomes** and **Findings** with the frequency of sessions added to **Additional Explanation**:



The text in **Appointment**, **Outcomes and Findings** and **Additional Explanation** will download into **Medical Passport** and provide details on services provided (as shown below).

5c. Behavioral Appointments								
Provider	Date of Service	P/C*	Appointment Type	Follow-up Required?	Туре	Service	Outcomes and Findings/Additional Explanation	
Ingham Family Counseling	11/05/2020	С	Counseling	Yes	Behavioral Health	Treatment	Per the initial assessment, the youth will have counseling session once a week. Family sessions will happen once per month. The youth is transitioning home from a residential placement. Therapy recommendation of youth having once a week sessions and family having once a month was recommended.	
Ingham Family Counseling	11/03/2020	С	Intake	Yes	Behavioral Health	Treatment	Initial intake appointment completed, as well as a safety in order for the	

As the frequency or type of appointments change, the "Appointment" is revised/updated.

For example, initially PT, counseling, etc. may be 1x week - After a few months, it might be reduced to 2x monthly.

At that time, a new Appointment entry w/ the new details is added to **Outcomes and Findings** and **Additional Explanation**.